HRAPAY

Chapter 8

Additional Payments

8-1

Additional payments can include but are not limited to:

✓Bonus Payments

- Suggestion Award

- Clip

✓Court Settlement

- In Court

- Out of court

✓Career Service Recognition Pay

Demonstration

Additional Payments
(PA30)

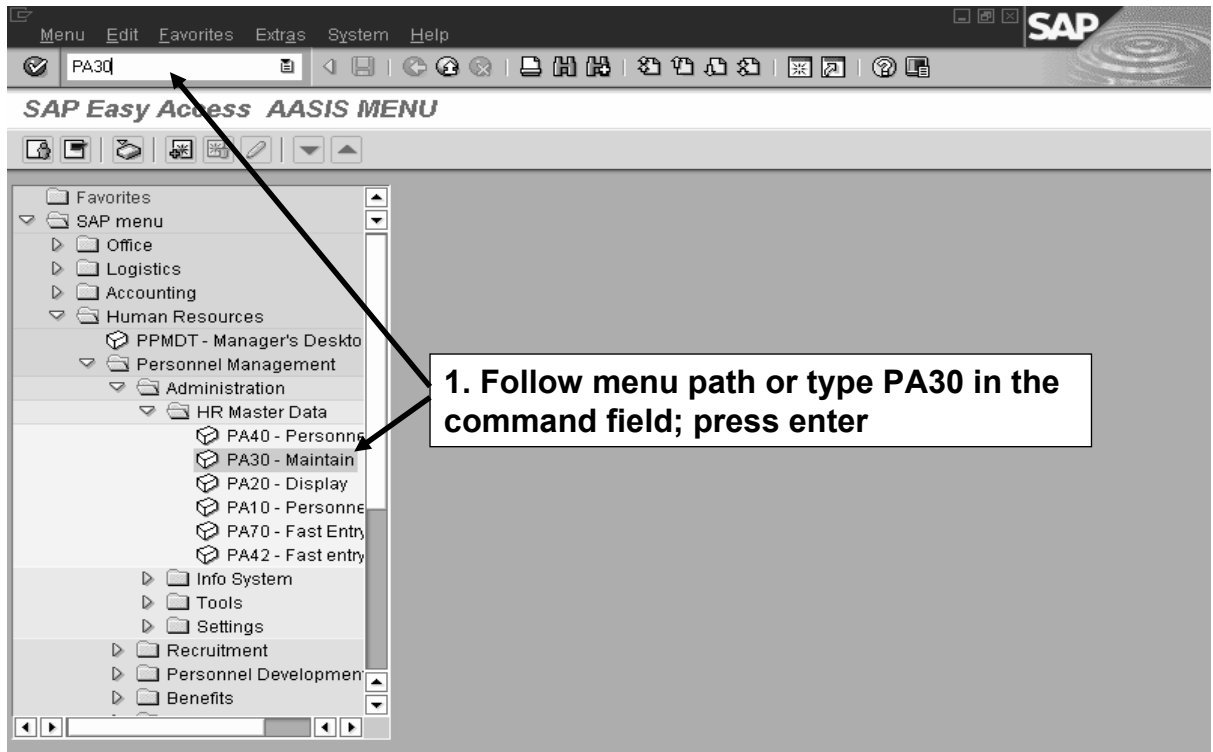AASIS Support Center, Diane Hill
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8-2

When processing Career Service Recognition Payments, you should request a report from the Personnel Administration Management role within your Agency to identify those employees who are eligible.

EXERCISE SCENARIO

An employee's 20 year Career Service Recognition Payment is due. Process the Payment in AASIS

Career Service Recognition Payment

The menu path is Human Resources > Personnel Management > Administration > HR Master Data > Maintain.

Career Service Recognition Payment (0015)

Always verify the employee's name before you process any master data change.

Career Service Recognition Payment (0015)

HR master data Edit Goto Extras Utilities Settings System Help

Maintain HR Master Data

Personnel no. 36

4. Click to create

State ... Pers.area FA04 DFA
ee Cost Center 383201 DFA

Personal Data Addtl. Employee Data Employment Issues Career Manage...

Infotype text	E..	Period
Actions	✓	● Period
Personal Data	✓	Fr. To
Organizational Assignment	✓	○ Today ○ Curr.week
Addresses	✓	○ All ○ Current month
Basic Pay	✓	○ From curr.date ○ Last week
Fam		t date ○ Last month
Res		d ○ Current Year
Addi		noose
Communication		

3. Enter 0015 in the Infotype field

Direct selection

Infotype 0015 STy

Infotype 0015 is Additional Payments.

Career Service Recognition Payment (0015)

Create Additional Payments

Personnel No	36	Name	Linda C... Status	Active
EE group	1	Regular State Em... Personnel ar	FA04	DFA
EE subgroup	UE	Employee	SSN	126-60-7030

Additional Payments

5. Type 1114 in the' Wage Type' field

Wage type	1114
Amount	USD
Number/unit	
Date of origin	08/14/2004
Default Date	
Assignment number	
Reason for Change	

1114 is the wage type for Career Service Recognition.

Career Service Recognition Payment (0015)

Years of Service Annual Payment

10 through 14 years of state service $300

15 through 19 years of state service $400

20 through 24 years of state service $500

25 or more years of state service $600

Make sure you have verified the years of service to ensure that you pay the employee the correct amount.

Career Service Recognition Payment (0015)

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Infotype  Edit  Goto  Extras  System  Help                                      SAP

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Create Additional Payments

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Personnel No        36          Name         Linda C... Status     Active
EE group      1   Regular State Em... Personnel ar   FA04        DFA
EE subgroup   UE  Employee          SSN          126-60-7030


┌─ Additional Payments ─
Wage type           1114
Amount                        500.00 USD
Number/unit
Date of origin      08/14/2004  ◄──  7. Enter date or accept
Default Date                         defaulted date (end of
Assignment number                    current period)
Reason for Change
```

You may choose to change the date of origin to reference for example the correct career service effective date. Remember if you enter a date that is in a prior pay period, a retro-calculation will occur.

Career Service Recognition Payment (0015)

SAP

Infotype   Edit   Goto   Extras   System   Help

Create Additional Payments

8. Click to validate

9. Click to save

Pers		Name	Linda C...	Status Active
EE group		Personnel ar	FA04	DFA
EE subgroup	UE Employee	SSN	126-60-7030	

Additional Payments

Wage type	1114 Career Svc.Recognition
Amount	500.00 USD
Number/unit	
Date of origin	08/14/2004
Default Date	
Assignment number	
Reason for Change	

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Career Service Recognition Payment

Display   Edit   Goto   Utilities   Settings   System   Help

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Detail View of Log

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* /€	**DEMONSTRATION PURPOSES ONLY**				▲ ▼
* /700 RE plus ER				1,700.00	
* /701 RE Withhol	01			1,700.00	
* /701 RE Withhol	02			1,700.00	
* /703 RE EE Soci	01			1,700.00	
* /704 RE ER Soci	01			1,700.00	
* /705 RE EE Medi	01			1,700.00	
* /706 RE ER Medi	01			1,700.00	
1 /001 Valuation	01		15.0000		
1 /002 Valuation	01		15.0000		
1 1000 Hourly rat	01		15.0000		
1 1114 Career Svc				500.00	
1 1200 Regular wo	01		15.0000	80.00	1,200.00
1 9404 TX ER Soci	01			31.00	▲ ▼

◀ ▶

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8-11

After you make any master data changes, always
perform a payroll simulation to view the RT (Results
Table) to determine how it will impact the employee's
pay.

Demonstration

## Additional Payments
Severance Pay (PA30)

8-12

If an employee was terminated due to reduction in force (RIF), they may be eligible for severance pay. If the employee has been awarded severance pay, contact OPM Payroll Systems. **Note: OPM Payroll Systems must be notified in order to update the payroll run up-to-date field on infotype 3 in order to pay the terminated employee.**

The following table should be used for payment amount:

1-5 years...............eight hundred dollars ($800)
5-15 years..............twelve hundred dollars ($1200)
over 15 years...........sixteen hundred dollars ($1600)

Severance Payment

1. Follow menu path or type PA30 in the command field; press enter
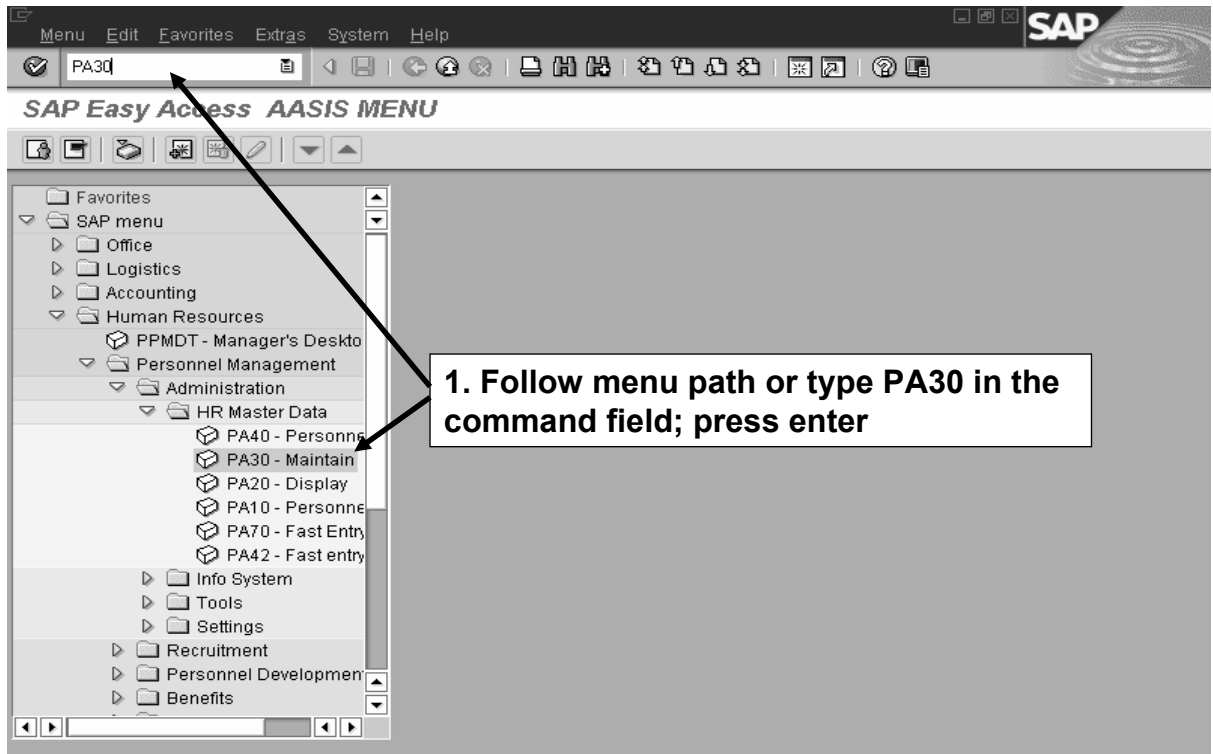
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8-13

The menu path is Human Resources > Personnel
Management > Administration > HR Master Data >
Maintain.

Severance Payment (0015)

HR master data Edit Goto Extras Utilities Settings System Help

Maintain HR Master Data

Personnel no.   23

Name   Lisa Moran

EE group   1   Regular State ...   Pers.area   FA02 DFA

EE subgroup   UE Employee   Cost Center   383210   DFA

2. Type personnel number and press enter

| Personal Data | Addtl. Employee Data | Employment Issues | Career Manage... |

Infotype text	E..
Actions	✓
Personal Data	✓
Organizational Assignment	✓
Addresses	✓
Basic Pay	✓
Family Member/Dependents	✓
Res	
Add	
Con	

3. Type 0015 in the Infotype field

Period
- ● Period
  - Fr. _____ To _____
- ○ Today   ○ Curr.week
- ○ All   ○ Current month
- ○ From curr.date   ○ Last week
- ○ To current date   ○ Last month
- ○ Curr.period   ○ Current Year

Choose

Direct selection

Infotype   0015   STy

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8-14

Always verify the employee's name before you process any master data change.

Severance Payment (0015)

Create Additional Payments

Personnel No	23
EE group	1 Regular State Em…
EE subgroup	UE Employee

Name	Lisa Mo…
Personnel ar	FA02
SSN	126-60-6950

Status   Withdrawn

DFA
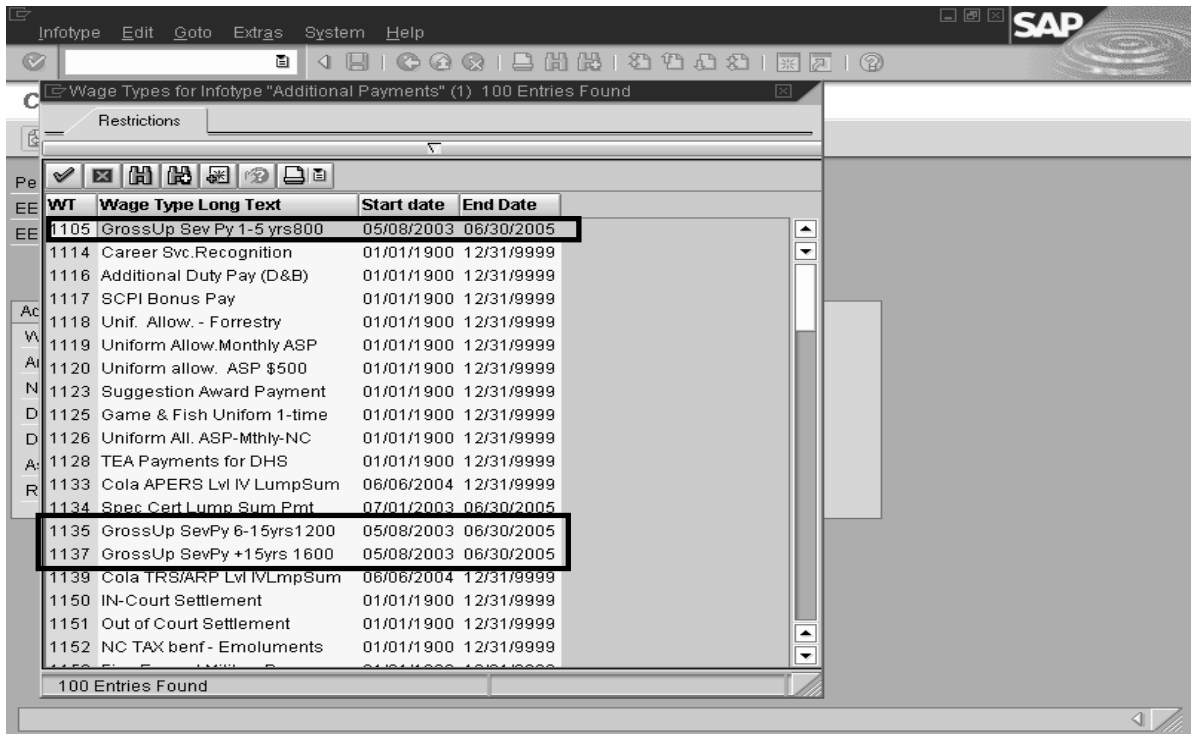
Additional Payments

Wage type	
Amount	
Number/unit	
Date of origin	08/14/2004
Default Date	
Assignment number	
Reason for Change	

4. Click the drop-down icon

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8-15

Severance Payment (0015)

Wage type 1105 is severance pay for years of service 1
– 5 years and will pay $800. Wage type 1135 is
severance pay for employees with 6 - 15 years of
service and will pay $1200. Wage type 1137 is
severance pay for employees with over 15 years of
service and will pay $1600.

Severance Payment (0015)

Inotype   Edit   Goto   Extras   System   Help

Wage Types for Infotype "Additional Payments" (1) 100 Entries Found

Restrictions

WT	Wage Type Long Text	Start date	End Date
1105	GrossUp Sev Py 1-5 yrs800	05/08/2003	06/30/2005
1114	Career Svc.Recognition	01/01/1900	12/31/9999
1116	Additional Duty Pay (D&B)	01/01/1900	12/31/9999
1117	SCPI Bonus Pay	01/01/1900	12/31/9999
1118	Unif. Allow. - Forrestry	01/01/1900	12/31/9999
1119	Uniform Allow.Monthly ASP	01/01/1900	12/31/9999
1120	Uniform allow. ASP $500	01/01/1900	12/31/9999
1123	Suggestion Award Payment	01/01/1900	12/31/9999
1125	Game & Fish Uniform 1-time	01/01/1900	12/31/9999
1126	Uniform All. ASP-Mthly-NC	01/01/1900	12/31/9999
1128	TEA Payments for DHS	01/01/1900	12/31/9999
1133	Cola APERS Lvl IV LumpSum	06/06/2004	12/31/9999
1134	Spec Cert Lump Sum Pmt	07/01/2003	06/30/2005
1135	GrossUp SevPy 6-15yrs1200	05/08/2003	06/30/2005
1137	GrossUp SevPy +15yrs 1600	05/08/2003	06/30/2005
1139	Cola TRS/ARP Lvl IVLmpSum	06/06/2004	12/31/9999
1150	IN-Court Settlement	01/01/1900	12/31/9999
1151	Out of Court Settlement	01/01/1900	12/31/9999
1152	NC TAX benf - Emoluments	01/01/1900	12/31/9999

5. Double-click the appropriate wage type

100 Entries Found

Severance Payment (0015)

Severance Payment (0015)

Create Additional Payments

Personnel No	23	Name	Lisa Mo...	Status Withdrawn
EE group	1 Regular State Em...	Personnel ar	FA02 DFA	
EE subgroup	UE Employee	SSN	126-60-6950	

Additional Payments

Wage type	1105
Amount	800.00 USD
Number/unit	3
Date of origin	08/14/2004
Default Date	
Assignment number	
Reason for Change	

7. Type number of years in the Number/Unit field

Severance Payment (0015)

8. Always accept default date (end of current period); press enter

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8-20

Severance Payment (0015)

Create Additional Payments

Personnel No	23	Name	Lisa Mo…	Status Withdrawn
EE group	1 Regular State Em…	Personnel ar	FA02	DFA
EE subgroup	UE Employee	SSN	126-60-6950	

Additional Payments

Wage type	1105 GrossUp Sev Py 1-5 yrs800
Amount	800.00 USD
Number/unit	3.00 Years
Date of origin	08/28/2004
Default Date	
Assignment number	
Reason for Change	

ⓘ The employee left on 08/15/2004

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8-21

Upon pressing enter, you should receive the message 'The employee left on _____.'

Severance is payable after two pay periods have lapsed following the employee's termination. If the employee has been awarded severance pay after two pay periods and is rehired into a state job, the severance does not have to be repaid.

Severance Payment (0015)

Infotype   Edit   Goto   Extras   System   Help

Create Additional Payments

9. Click to validate or press enter

10. Click to save

Name   Lrsa Ho... Status   Withdrawn
State Em... Personnel ar   FA02   DFA
SSN   126-60-6950

Additional Payments

Wage type	1105 ⊕ GrossUp Sev Py 1-5 yrs800	
Amount	800.00 USD	
Number/unit	3.00 Years	
Date of origin	08/28/2004	
Default Date		
Assignment number		
Reason for Change		

⊘ Save your entries

Severance Payment (0015)

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Display   Edit  Goto  Utilities  Settings  System  Help                      □ ⑤ ⊠  SAP

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Detail View of Log
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DEMONSTRATION PURPOSES ONLY

* /703 RE EE Soci 01			1,051.89
* /704 RE ER Soci 01			1,051.89
* /705 RE EE Medi 01			1,051.89
* /706 RE ER Medi 01			1,051.89
* /840 Diff.curr.		3.00	
* /840 Diff.curr. 01		256.00	
* 1106 Severance 01			1,051.89
* 9404 TX ER Soci 0101			65.22
* 9406 ARK ER Med 0101			15.25
1 /001 Valuation 01	12.9707		
1 /002 Valuation 01	12.9707		
1 /844 Paid holid		3.00	
1 1000 Hourly rat 01	12.9707		
1 1105 GrossUp Se		3.00	800.00

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You will have two entries on the Results Table for the severance pay wage types. One will be the amount of the pay and the other will be the amount plus taxes.

(For example: Wage Type 1106 will appear on the Results Table and represents the sum of the net RIF amount (Wage type 1105) plus the federal and state taxes.

Wage Type 1135 (GrossUp SevPY 6-15yrs 1200) will produce Wage Type 1136. Wage Type 1137 (GrossUp SevPy +15 yrs 1600) will produce Wage Type 1138.

Severance Payment (0015)

Layout Set Display

```
For questions, Please contact your          Check #   : <Not assigned>
Payroll Administrator Ken Williams           Check Date: 00/00/0000
             at 501 324-9058                 Pay Period: 08/15/2004 - 08/28/2004

Lisa Moran                        SSN. 126-60-6950              Employee#.       23
420 Anyplace Dr.                  FED  01   00   00    0.00     Hrly Rate: $  12.9707
Little Rock AR  72203             AR   01   00   00    0.00

EARNINGS         WrkHrs    CURRENT          YTD | TAXABLE EARNINGS              CURRENT
Severance Py  800 Gros    1,051.89     1,051.89 |      FED
Regular working time                   16,219.89 | TX Withholding Tax          1,051.89      19,
```

DEMONSTRATION PURPOSES ONLY

```
                                            NET PAY DISTRIBUTION
                                            Type              Amount
                                            P                  800.00

                                            Total Current Net  800.00

MESSAGE:
```